



►081114-N-8273J-017  
WASHINGTON (Nov. 14, 2008) Chief of Naval Operations (CNO) Adm. Gary Roughead, with his wife, Ellen, deliver a holiday greeting to the fleet from their home in Washington. CNO reminded Sailors to be safe while celebrating at home and Mrs. Roughead thanked them for their service. (U.S. Navy photo by Mass Communication Specialist 1st Class Tiffini M. Jones/Released)

# Expingo express

The Expingo Express is a product from Navy Visual News Service aimed at providing editing tips to help write better Navy captions. Expingo is Latin for "to write or to describe." In each issue, we will discuss a different caption issue as described in the new DoD Style Guide for Captions. The new guide formally adopts most of the AP Stylebook requirements.

## Dateline

*The **dateline** is a unique element in Navy captions. We use a dateline to give the place and date of an image, as well as for technical reasons within Navy.mil.*

**SAN DIEGO (March 12, 2008)**

**PACIFIC OCEAN (March 12, 2008)**

**VIRGINIA BEACH, Va. (March 11, 2008)**

- Capitalize the names of months in all uses.
- When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. (Dec. 1, 2008)
- Spell out when using alone, or with a year alone. ("The event was held in February" or "The event was held in February 2008")
- Do not abbreviate March, April, May, June or July
- Do not include the date again in the caption; If you use the place again, only use the city.
- Tell where the ship or command is. Do not use "at sea." Instead, use the name of the ocean, sea or gulf. (PERSIAN GULF, ATLANTIC OCEAN)

### Stand alone cities with no state in datelines:

ATLANTA  
MILWAUKEE  
BALTIMORE  
MINNEAPOLIS  
BOSTON  
NEW ORLEANS  
CHICAGO  
NEW YORK  
CINCINNATI  
OKLAHOMA CITY  
CLEVELAND  
PHILADELPHIA  
DALLAS  
PHOENIX  
DENVER  
PEARL HARBOR

PITTSBURGH  
DETROIT  
ST. LOUIS  
HONOLULU  
SALT LAKE CITY  
HOUSTON  
SAN ANTONIO  
INDIANAPOLIS  
SAN DIEGO  
LAS VEGAS  
SAN FRANCISCO  
LOS ANGELES  
SEATTLE  
MIAMI  
WASHINGTON  
NORFOLK

### State Abbreviations

Ala.	Md.	N.D.	Ariz.	Mass.
Okla.	Ark.	Mich.	Ore.	Calif.
Minn.	Pa.	Colo.	Miss.	R.I.
Conn.	Mo.	S.C.	Del.	Mont.
S.D.	Fla.	Neb.	Tenn.	Ga.
Nev.	Vt.	Ill.	N.H.	Va.
Ind.	N.J.	Wash.	Kan.	N.M.
W.Va.	Ky.	N.Y.	Wis.	La.
N.C.	Wyo.			

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